**CURRICULUM VITAE**

**PERSONAL DETAILS**

Name: Ndlovu Siboniso

Mobile: 060 312 7697 / 079 941 4845

Physical address: Nkande area

 : P.O box 2855

 Bloodriver

 3102

Email : sboniso631@gmail.com

Id number: 941115 5854 086

Date of birth: 1994/11/15

Nationality: South African

Health: excellent

Licence: C1

Criminal: No Criminal Record

**OBJECTIVE**

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which enable me as a fresh graduate to grow while fulfilling organisation goals.

**ACHIEVEMENTS**

In 2017 I was elected as a School Representative Council for students as general secretory.

**EDUCATION – TERTIARY**

Institution: Majuba TVET Collage

Year: 2018

Qualification:N Dip Financial Management

Subjects:

* Cost and Management Accounting N6
* Income Taxes N6
* Financial Accounting N6
* Computerised Financial System N6

**EDUCATION - SCHOOL**

Institution: Leneha Tumisi High School

Year: 2014

Qualification: Grade 12

Subjects:

* Isizulu, English, Accounting, Business Studies, Economics, Mathematics Literacy and Life Orientation

**WORK EXPERIENCE**

Organisation: Department of education

Position: finance trainee (in-service training)

Period: 18 Months

Duties:

* Data capturing and creditors payments
* Capturing of learners and teachers data using SA – SAMS programme
* Updating of leave register
* Prepare sundry payments
* Maintenance of stock registers
* Processing of bank recouncillation

Organisation: Shoprite Retail

Position: General Assistant

Period: 24 Months

Duties: receiving and processing invoices

 Stock controlling

**COMPUTER SKILLS**

Ms Word

Ms excel

Ms Power point

Payroll and Pastel Accounting

SA - Sams

**REFERENCES**

Name: Mr BWS Gubevu

Mobile: 063 343 8670

Position: Principal

Name: Ms NH Mahlaba

Mobile: 081 075 2081

Position: Mentor

**DECLARATION**

I Ndlovu Siboniso , I declare that all the information provided including any attachments is complete and correct to the best of my knowledge.